



**FREEDOM OF INFORMATION ACT  
PROGRAM**

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AFI 37-131,16 February 1995, is supplemented as follows:

**2.7.** On the Air Force Academy the following are designated disclosure authorities for unclassified records within their areas of responsibility:

Superintendent.

Vice Superintendent.

Commander, 34th Training Wing.

Dean of the Faculty.

Registrar.

Command Historian.

Commander Preparatory School.

Inspector General.

Staff Judge Advocate.

Director of Admissions.

Director of Athletics.

Director of Command Personnel.

Director of Financial Management.

Director of Plans and Programs.

Director of Protocol.

Director of Public Affairs.

Director of Quality and Assessment.

Director of Safety.

Commander, 10th Air Base Wing.

Wing Chief of Financial Management.

Wing Chaplain.

Wing Staff Judge Advocate.

Wing Social Actions Officer.

Commander, 10th Medical Group.

Commander, 10th Civil Engineering Group.

Commander, 10th Civil Engineering Squadron.

Commander, 510th Civil Engineering Squadron.

Commander, 10th Services Squadron.

Commander, 10th Mission Support Squadron.

Commander, 10th Communications Squadron.

Commander, 10th Security Police Squadron.

Chief, Information Management Flight.

Chief, Civilian Personnel Flight.

Chief, Military Personnel Flight.

Chief, Logistics Division.

Chief of Contracting

Deputy Chief of Contracting

Chief, 10th Mission Support Squadron, Records Management Section.

**12.** The Superintendent and the Vice Superintendent are the only designated denial authorities on the Air Force Academy for Freedom of Information Act and functional requests.

**12.1.** Use a yellow highlighter to identify any denied information. Furnish two copies of the requested record, one yellow highlighted copy and one unmarked copy, which will be used for final deletions. Final deletions and processing will be accomplished by 10 MSS/IMDF after legal and denial authority review and approval.

**12.2.** Prepare denial letter for signature of the Vice Superintendent and hand carry to 10 MSS/IMDF within the established suspense date. Accompany the denial letter with AF Form 1768, **Staff Summary Sheet**, explaining reasons and exemption authority for the denial. Attach releasable records to the letter for signature at TAB 1, FOIA tasking letter at TAB 2, partially denied records at TAB 3, and totally denied records at TAB 4. Address the "TO" element of the Staff Summary Sheet as follows: 10 MSS/IMDF (Coord), JA (Coord) (Either the HQ USAFA/JA or 10 ABW/JA, whichever is appropriate), HQ USAFA/CCEA (Login), HQ USAFA/CV (Sign), 10 MSS/IMDF (Mail). If more than one OPR is involved, each should send their relevant documents and reasons for denial to 10 MSS/IMDF following the instructions in the tasking letter. 10 MSS/IMDF will prepare the denial letter and AF Form 1768.

**12.2.1. (Added)** Occasionally offices may receive a request for records that does not specifically cite or imply the FOIA. These are referred to as functional requests. Answer and provide the records as you normally answer other correspondence. However, if denial of all or part of a functional request is necessary, it must be formally entered into the FOIA tracking process as if it were a regular FOIA request. Reproduce a copy of the request for use in preparing your denial package and immediately handcarry the original request to 10 MSS/IMDF for assignment of a FOIA case number and suspense date. The 10-workday suspense will begin at the time of assignment of the case number by 10 MSS/IMDF.

**15.1.2.** If the requester fails to state a willingness to pay appropriate processing fees, 10 MSS/IMDF will write the requester asking for the fee commitment. No requests will be processed until a fee commitment is received.

JUDITH K. WOOD, CMSgt, USAF  
Chief, Information Management Flight, 10th Mission Support  
Squadron